

**2013 Processing Schedule for Supplemental Pay (Pay Differential)
for State Employees on full-time Active Duty:**

Civil Service Commission policy is that supplemental pay is processed **after the period end date on the LES and after the state pay period** in which that date occurs. Exceptions occur for State Employees on Full-time Active Duty.

The tentative supplemental pay processing schedule for 2013 for State Employees on Full-time Active Duty, is as follows*:

<u>LES dated:</u>	<u>Processed PPE:</u>	<u>Received in Pay Warrant of:</u>
12/16-31/2012	01/05/2013	01/17/2013
1/1-15/13	01/19/13	01/31/13
1/16-31/13	02/02/13	02/14/13
2/01-15/13	02/16/13	02/28/13
2/16-28/13	03/02/13	03/14/13
No Processing	03/16/13	03/28/13
3/1-15/13	03/30/13	04/11/13
3/16-31/13	04/13/13	04/25/13
4/01-15/13	04/27/13	05/09/13
4/16-30/13	05/11/13	05/23/13
5/1-15/13	05/25/13	06/06/13
5/16-31/13	06/08/13	06/20/13
6/1-15/13	06/22/13	07/03/13
6/16-30/13	07/06/13	07/18/13
7/1-15/13	07/20/13	08/01/13
7/16-31/13	08/03/13	08/15/13
8/1-15/13	08/17/13	08/29/13
No Processing	08/31/13	09/12/13
8/16-31/13	09/14/13	09/26/13
9/1-15/13	09/28/13	10/10/13
9/16-30/13	10/12/13	10/24/13
10/1-15/13	10/26/13	11/07/13
10/16-31/13	11/09/13	11/21/13
11/1-15/13	11/23/13	12/05/13
11/16-30/13	12/07/13	12/19/13
12/1-15/13	12/21/13	01/02/14

***NOTE:** This schedule can change due to Department of Technology, Management & Budget/Office of Financial Management Payroll and/or Human Resource Management Network Payroll Processing scheduling. A ListServe communication will attempt to be issued if such circumstances occur.

Additionally, **LES must be submitted by noon on the Friday proceeding the “Processed PPE” date, in order to be processed timely. Example: If the ppe date is 1/5/13, the LES for Dec 16-31, 2012 must be submitted to CS by noon Friday, 1/4/2013.**

Questions regarding Military Leave Processing for State of Michigan employees should be directed to MCSC-MilitaryLeave@michigan.gov.